

81 68-469  
25 Jul 68  
771 68.4/351  
Lucas 17

**MEMORANDUM FOR :** Director of Personnel

**THROUGH :** Director of Finance

**SUBJECT :** Extension of Retirement Date, [redacted]

25X

1. This memorandum recommends an extension of the retirement date for [redacted] from 31 October 1970 to 31 December 1970.

2. [redacted] was initially advised that she would be expected to retire in December 1970 upon completion of 30 years of service. Subsequently, in line with the amendment to the Civil Service Retirement Act, she was advised that she would be expected to retire in October 1970 when she will reach age 60.

3. Your memorandum of 24 June 1968 to [redacted] reaffirms the Agency's current retirement policy for employees under the Civil Service Retirement Act and requests advice on whether or not an extension will be requested. [redacted] wants to extend her retirement date to 31 December 1970 so that her lump sum annual leave payment will be paid in calendar year 1971. The reduction in income tax liability would represent a substantial saving and benefit to her.

4. As [redacted] has rendered long and faithful service, and her work performance is of the highest caliber, it is recommended that her request for an extension be approved.

[redacted]  
Director of Communications

**CONCURRENCE:**

151  
Director of Finance

Deputy Director for Support

15 Aug 1968  
Date

Date

SECRET

ILLEGIB

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TRANSMITTAL SLIP		DATE
		20 Aug 68
TO: Mr. Gammann via Mr. Doffy		
ROOM NO.	BUILDING	
REMARKS:		
Request for 3 month extension - until reaches age 62 -  Recommend concurrence -  RBU		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)